

CITY OF BALTIMORE  
DEPARTMENT OF PLANNING  
COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION  
417 East Fayette Street, 8th floor  
Baltimore, Maryland 21202  
Tel.: (410) 396-4866

**PROPERTY TAX CREDIT APPLICATION FOR HISTORIC  
RESTORATIONS AND REHABILITATIONS**

PRELIMINARY REVIEW

Please read this application carefully and retain a copy for your records.  
**Completion of a preliminary review (pre-approval) is required prior to start of project demolition or construction.** Please refer to program brochure for specific program requirements. Contact the Enterprise Zone administrator to determine if your *commercial property* is eligible for this credit. Please complete the entire form. Incomplete applications will not be reviewed.

1. _____	2. _____
_____	Property Reference # (Ward/Section/Block/Lot)
Property Address ZIP	
3. _____	4. _____
_____	Phone <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> cell
_____	Phone <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> cell
Owner's Name and Address (All correspondence will be sent to this address)	Email Address

5. Your property must be listed as one of the following (please check):

- A Baltimore **City Landmark**
- Located in a **Baltimore City Historic District**  
If "yes", please state the name of the district: \_\_\_\_\_
- A **National Register Historic Landmark**
- Located in a **National Register Historic District**  
If "yes", please state the name of the district: \_\_\_\_\_

7. What is the current full cash value (assessed value of land and improvement as listed in SDAT) of your property? \$ \_\_\_\_\_

7a. Will you be contesting this assessment? Yes / No  
**If yes, please complete the Historic Tax Credit Appeal  
Notification Form attached to this application.**

6. Is this property currently vacant? Yes / No  
If so, is this property part of the Vacants to Values program? Yes / No
7. Is this property City-Owned? Yes / No; or was this property purchased from the City? Yes / No
8. Will your property be in full compliance with the City building and housing code when your project is complete? Yes / No
9. Do you have early pictures, photographs, written documentation and/or research information about your property, or similar buildings in your area, or have you otherwise attempted to ascertain the accuracy?
10. Name of architect/designer, if any: \_\_\_\_\_
11. Please provide a **photo documentation** of the current, pre-rehab condition of your building(s) and/or site. Printed, color photos of the interior and exterior must be submitted with the application. (Post-rehab photos are required for final certification, after completion of your project).
12. Please provide a **summary of the proposed restoration work** and attach **plans** and specifications of the materials to be used, as well as. Feel free to use attached work sheet for a more specific, “before” and “after” description of your plans and work.

*Project Summary*

Please complete the following, in order for the City to analyze the effectiveness of the program:

a. Was your last State income tax report filed as a resident of Baltimore City? Yes / No

If "No", please indicate where\_\_\_\_\_

b. Has the availability of the credit in any way affected your decision about where you live? Yes / No

c. What is your household income?

Less than \$ 24,999\_\_\_\_\_ \$ 25,000-49,999\_\_\_\_\_ \$ 50,000-74,999\_\_\_\_\_  
\$ 75,000-99,999\_\_\_\_\_ Over \$ 100,000\_\_\_\_\_

d. How did you find out about the Baltimore City historic tax credit program?

City Agency\_\_\_ Commun. Assoc. \_\_\_ Media\_\_\_ Realtor\_\_\_ Other\_\_\_

e. Are you applying for this credit as a homeowner, commercial property owner or developer?

f. In the past, did you rent or own your home?

g. What is the present use of this property?

Principal Residence\_\_\_ Office\_\_\_ Retail\_\_\_ Rental (up to 4  
Units) \_\_\_ Rental (5 or more units)\_\_\_ Mixed Use\_\_\_ Other\_\_\_

h. Will the use of this property be changed after the restoration/rehabilitation? If so, please explain:

i. Would you make the improvements without the availability of the historic property tax credit? Yes / No

j. Did the availability of the historic tax credit affect the timing and the amount of the improvements?

If "yes", please explain:

k. Are you using any other Local/State/Federal tax incentives or development subsidy programs? Yes / No

If "yes", please identify the program(s):

I declare under penalty of perjury, that this application, including any accompanying forms and statements, has been examined by me, and the information contained herein, to the best of my knowledge and belief, is true, correct and complete, and that I have a legal interest in this property.

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**Owner's signature**

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**Application Date**

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**Print owner's name**

Please note: All submission materials must be mailed or hand-delivered. Emailed or faxed materials will not be reviewed.

A **project review fee of \$50.00**, to be made out to the Director of Finance, Baltimore City, is due upon submission of this application and includes the CHAP Notice-to-Proceed permit fee, required in CHAP designated historic districts.

Regulations for this program are subject to change; you may be asked to submit additional information or an amended application if needed.

*Retain a copy of all materials submitted and received for this program.*

State and Federal Tax Credit Programs:

The City of Baltimore encourages property owners to also apply for State and Federal rehabilitation tax credit programs, whenever eligible. Applicants must follow the requirements of the Maryland Historical Trust to receive such credits – approval of a Baltimore City Rehabilitation Tax Credit project by CHAP does not guarantee approval by the MHT. Please contact the Maryland Historical Trust (MHT) at (410) 514-7628 for further information. We recommend that you contact both the MHT and CHAP whenever you begin to plan a tax credit rehabilitation project in Baltimore City.

**FINAL REVIEW (CERTIFICATION)**

Final certification requirements include a **site inspection** that should verify the completion of the proposed work, and compliance with all other requirements, as outlined in the historic tax credit legislation. After your project is completed, please submit **cost and photo documentation** of your project, as well as a copy of your **building permit(s)**, to the

Department of Planning / CHAP  
Historic Tax Credit Program Manager  
417 East Fayette Street – 8<sup>th</sup> floor  
Baltimore, Md. 21202

## HISTORIC PROPERTY TAX CREDIT WORKSHEET\*

Property Address\_\_\_\_\_

Property Owner\_\_\_\_\_

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Architectural feature:

Approximate date of feature:

Description of feature and existing condition (refer to photo documentation):

Describe the proposed work:

\* Photocopy this form as needed

**FOR COMMERCIAL PROJECTS ONLY**

CHAP APPROVAL AND DEPARTMENT OF FINANCE REVIEW IS REQUIRED FOR PROJECTS WITH ANTICIPATED CONSTRUCTION COSTS **GREATER THAN \$ 3.5 MILLION**. Please submit a copy of this application to the Baltimore City Department of Finance, City Hall, 100 N. Holliday Street, Baltimore, Md. 21202, and Attn.: Ms. Johanna Collado, for review.

1. Is your property eligible for the State Enterprise Zone property tax credit? YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, you must use the Enterprise Zone credit program for the commercial portion of the project.

If NO, you must submit a completed "Enterprise Zone Tax Credit Verification" form (attached) and a "Statement of Projected Economic Impact and Public Benefit" (available from the Finance Department).

2. Has your property been at least 75% vacant for at least the past three consecutive years? YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, complete the "Affidavit of Vacancy Status" form (available from the Finance Department). If NO, you must demonstrate to the Director of Finance that this credit is necessary in order for the project to proceed.

3. At the time your project is completed, and before final CHAP certification, a notarized statement of your project construction costs, complete with supporting documentation, must be filed with CHAP.

Note: Three years from the date of application, a statement of the actual economic impact and public benefits derived from the project, must be submitted to the Finance Department.

I declare under the penalty of perjury, that this application (including any accompanying forms and statements) has been examined by me, and the information contained herein, to the best of my knowledge and belief, is true, correct and complete, and that I have a legal interest in this property.

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print**

**FOR COMMERCIAL PROJECTS ONLY**

**Enterprise Zone Tax Credit Verification**  
**Historic Restorations and Rehabilitation- Property Tax Credit**  
**Program**

The Baltimore City Historic Restoration and Rehabilitation Tax Credit Program requires use of the State Enterprise Tax Credit program for eligible projects. This form is intended to certify eligibility for the State Enterprise Zone Tax Credit program. Please have the form completed by the Enterprise Zone Administrator at the Baltimore Development Corporation. After filing out the required information about your property below, you may deliver or fax a copy of this form to the following location.

Enterprise Zone Administrator  
Baltimore Development Corporation  
Suite 1600, 36 South Charles Street  
Baltimore, MD 21202  
(410) 779-3838  
Fax: (410) 837-6363

Note: A completed form may be faxed to the Commission for Historical and Architectural Preservation (CHAP) at (410) 396-5662 or delivered to the following address:

CHAP attn: Historic Tax Credit Program Manager  
417 East Fayette Street, 8<sup>th</sup> Floor  
Baltimore, MD 21201

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The property located at \_\_\_\_\_  
(Street and Number)

\_\_\_\_\_ and \_\_\_\_\_  
(Block Number) (Lot Number)

Is \_\_\_\_\_ is not \_\_\_\_\_ located in a State designated enterprise/ empowerment zone area  
(circle correct answer)

and is \_\_\_\_\_ is not \_\_\_\_\_ eligible for the enterprise zone property tax credit.  
(circle correct answer)

Signature of \_\_\_\_\_, Date \_\_\_\_\_  
Enterprise Zone Administrator



## Historic Tax Credit Appeal Notification Form

1. Block \_\_\_\_\_ Lot \_\_\_\_\_ (If you do not have this information, it can be found on your property tax bill or go to <http://cityservices.baltimorecity.gov/realproperty/>)

2. Property Street Address: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

3. Property Owner's Information: \_\_\_\_\_  
Last Name First Name

\_\_\_\_\_ Email address

\_\_\_\_\_ Phone number

4. Have you attached the Real Property Tax Assessment for the above property which you have appealed to the Maryland Department of Assessment & Taxation (SDAT)? (Yes) (No)

To permit an accurate calculation of the historic tax credit, I hereby notify the City of Baltimore of having filed a property tax appeal with Maryland's Department of Assessments and Taxation (SDAT). The appeal pertains to the subject property listed above for the base year taxable full cash value assessment. As such, that value serves as the final assessment prior to "work beginning" on the "restoration" or "rehabilitation" of my historic property.

I acknowledge the aforementioned appeal process must be completed BEFORE final certification for the historic tax credit can be approved by CHAP and for the amount to be accurately calculated. I also acknowledge that any certification issued by CHAP prior to a final determination of any appeal on this assessment by SDAT is void.

I declare under penalty of perjury, that this form, including any accompanying documents, has been examined by me, and the information contained herein, to the best of my knowledge and belief, is true, correct and complete; that I have a legal interest in this property; and that I have read and understand the rules and regulations governing the Historic tax credit program.

\_\_\_\_\_  
Property Owner's signature

\_\_\_\_\_  
Date

Mail completed form along with documentation to:  
Baltimore City Historic Tax Credit  
Baltimore City Hall  
100 N. Holliday Street  
Room 544  
Baltimore, MD 21202